

Michigan Freedom of Information Act Detailed Cost Estimate A

Date: March 8, 2019

Prepared for Request No.19-007

Date Request Received: 2-15-19

<p>The following costs are being charged in compliance with Section 4 of the Michigan Freedom of Information Act, MCL 15.234, according to DHC's FOIA Procedures and Guidelines.</p>		
<p>1. Labor Cost for Copying / Duplication (HCV Housing Clerk):</p> <p>This is the cost of labor directly associated with duplication or publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requestor on non-paper physical media or through the Internet or other electronic means as stipulated by the requestor.</p> <p>This shall not be more than the hourly wage of DHC's lowest-paid employee capable of necessary duplication or publication in this particular instance, regardless of whether that person is available or who actually performs the labor.</p> <p>These costs will be estimated and charged in 15-minute time increments. All partial time increments must be rounded down. <i>If the number of minutes is less than one increment, there is no charge.</i></p> <p>Hourly Wage Charged: \$12.32 OR Hourly Wage with Fringe Benefit Cost: \$16.39</p> <p>Charge per increment: \$_____</p> <p>OR</p> <p>Multiply the hourly wage by the percentage multiplier: 33% (up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate. Charge per increment: \$4.10</p> <p><input type="checkbox"/> Overtime rate charged as stipulated by Requestor (overtime is not used to calculate the fringe benefit cost)</p>		<p>To figure the number of increments, take the <i>number of minutes</i>: 180 divide by 15-minute increments, and round down. Enter below:</p> <p>Number of increments</p> <p>1. Labor Cost</p> <p>x 32 = \$131.20</p>
<p>2. Labor Cost to Locate (IT System Search):</p> <p>This is the cost of labor directly associated with the necessary searching for, locating, and examining public records in conjunction with receiving and fulfilling a granted written request. This fee is being charged because failure to do so will result in unreasonably high costs to DHC that are excessive and beyond the normal or usual amount for those services compared to DHC's usual FOIA requests, because of the nature of the request in this particular instance, specifically: The request incurs costs greater than incurred by DHC for a typical FOIA request as it requires numerous hours of search and examination</p> <p>DHC will not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records in this particular instance, regardless of whether that person is available or who actually performs the labor.</p> <p>These costs will be estimated and charged in 15-minute time increments. All partial time increments must be rounded down. <i>If the number of minutes is less than 15, there is no charge.</i></p> <p>Hourly Wage Charged: \$31.53 OR Hourly Wage with Fringe Benefit Cost: \$41.93</p> <p>Charge per increment: \$_____</p> <p>OR</p> <p>Multiply the hourly wage by the percentage multiplier: 33% (up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate. Charge per increment: \$10.48</p> <p><input type="checkbox"/> Overtime rate charged as stipulated by Requestor (overtime is not used to calculate the fringe benefit cost)</p>		<p>To figure the number of increments, take the <i>number of minutes</i>: 360 divide by 15-minute increments, and round down. Enter below:</p> <p>Number of increments</p> <p>2. Labor Cost</p> <p>x 8 = \$83.84</p>

3a. Employee Labor Cost for Separating Exempt from Non-Exempt (Redacting) - (Housing Clerk):

(Fill this out if using a DHC employee. If using a contractor, use No. 3b instead).

DHC will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.

This fee is being charged because failure to do so will result in unreasonably high costs to DHC that are excessive and beyond the normal or usual amount for those services compared to DHC's usual FOIA requests, because of the nature of the request in this particular instance, specifically At least 8 hours of time is estimated to accomplish this task..

This is the cost of labor of a DHC **employee**, including necessary review, directly associated with separating and deleting exempt from nonexempt information. This shall not be more than the hourly wage of DHC's **lowest-paid employee** capable of separating and deleting exempt from nonexempt information in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged in 15-minute time increments. All partial time increments must be rounded down. *If the number of minutes is less than 15, there is no charge.*

Hourly Wage Charged: \$12.32_

Charge per increment: \$ _____

OR

Hourly Wage with Fringe Benefit Cost: \$16.39

OR

Multiply the hourly wage by the percentage multiplier 33% (up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate.

Charge per increment: \$4.10

☐ Overtime rate charged as stipulated by Requestor (overtime is not used to calculate the fringe benefit cost)

To figure the number of increments, take the *number of minutes*: _____, divide by 15-minute increments, and round down. Enter below:

Number of increments

x 32 _____ =

3a.
Labor Cost

\$131.20

3b. Contracted Labor Cost for Separating Exempt from Non-Exempt (Redacting):

(Fill this out if using a contractor, such as an attorney. If using in-house employee, use No. 3a instead.)

DHC will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.

This fee is being charged because failure to do so will result in unreasonably high costs to DHC that are excessive and beyond the normal or usual amount for those services compared to DHC's usual FOIA requests, because of the nature of the request in this particular instance, specifically: _____

If DHC does not employ a person capable of separating exempt from non-exempt information in this particular instance, as determined by the FOIA Coordinator, this is the cost of labor of a **contractor** (i.e.: outside attorney), including necessary review, directly associated with separating and deleting exempt information from nonexempt information. This shall not exceed an amount equal to 6 times the state minimum hourly wage rate of \$8.15.

Name of contracted person or firm: _____

These costs will be estimated and charged in 15-minute time increments. All partial time increments must be rounded down. *If the number of minutes is less than 15, there is no charge.*

Hourly Cost Charged: \$ _____

Charge per increment: \$ _____

To figure the number of increments, take the *number of minutes*: _____, divide by 15-minute increments, and round down. Enter below:

Number of increments

x _____ =

3b.
Labor Cost

\$ 0 _____

4. Copying / Duplication Cost:

Copying costs may be charged if a copy of a public record is requested, or for the necessary copying of a record for inspection (*for example, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection*).

No more than the actual cost of a sheet of paper, up to maximum 10¢ per sheet for:

- Letter (8 ½ x 11-inch, single and double-sided): 10 cents per sheet
- Legal (8 ½ x 14-inch, single and double-sided): 10 cents per sheet

No more than the actual cost of a sheet of paper for other paper sizes:

- Other paper sizes (single and double-sided): _____ cents / dollars per sheet

Actual and most reasonably economical cost of non-paper physical digital media:

- *Circle applicable:* Disc / Tape / USB Drive / Other Digital Medium Cost per Item: _____

The cost of paper copies **must** be calculated as a total cost per sheet of paper. The fee **cannot exceed 10¢** per sheet of paper for copies of public records made on 8-1/2- by 11-inch paper or 8-1/2- by 14-inch paper. **DHC must utilize the most economical means available for making copies of public records, including using double-sided printing, if cost saving and available.**

DOCUMENTS WILL BE SCANNED AND TRANSMITTED ELECTRONICALLY.

Number of
Sheets:

x = 0
x 0 =

Costs:

\$0
\$ 0

x _____ =

\$ 0

No. of Items:

x _____ =

\$ 0

4. Total
Copy Cost

\$0

5. Mailing Cost:

DHC will charge the actual cost of mailing, if any, for sending records in a reasonably economical and justifiable manner. Delivery confirmation is not required.

- DHC **may** charge for the least expensive form of postal delivery confirmation.
- DHC **cannot** charge more for expedited shipping or insurance unless specifically requested by the requestor.*

Actual Cost of Envelope or Packaging: \$ _____

Actual Cost of Postage: \$ _____ per stamp
\$ _____ per pound
\$ _____ per package

Actual Cost (least expensive) Postal Delivery Confirmation: \$ _____

*Expedited Shipping or Insurance as Requested: \$ _____

☐ * Requestor has authorized expedited shipping or insurance.

DOCUMENTS WILL BE SCANNED AND TRANSMITTED ELECTRONICALLY.

Number of
Envelopes or
Packages:

x _____ =

Costs:

\$ _____

x _____ =

\$ _____

x _____ =

\$ _____

x _____ =

\$ _____

x _____ =

\$ _____

x _____ =

\$ _____

5. Total
Mailing Cost

\$ 0

6a. Copying/Duplicating Cost for Records Already on DHC's Website:

If DHC has included the website address for a record in its written response to the requestor, and the requestor thereafter stipulates that the public record be provided to him or her in a paper format or non-paper physical digital media, DHC will provide the public records in the specified format and may charge copying costs to provide those copies.

No more than the actual cost of a sheet of paper, up to maximum 10¢ per sheet for:

- Letter (8 ½ x 11-inch, single and double-sided): _____ cents per sheet
- Legal (8 ½ x 14-inch, single and double-sided): _____ cents per sheet

No more than the actual cost of a sheet of paper for other paper sizes:

- Other paper sizes (single and double-sided): _____ cents / dollars per sheet

Actual and most reasonably economical cost of non-paper physical digital media:

- Circle applicable: Disc / Tape / USB Drive / Other Digital Medium Cost per Item: _____

☐ Requestor has stipulated that some / all of the requested records that are already available on DHC's website be provided in a paper or non-paper physical digital medium.

Number of
Sheets:

x _____ = \$ _____
x _____ = \$ _____

Costs:

x _____ = \$ _____

No. of Items:

x _____ = \$ _____

6a. Web
Copy Cost

\$__0__

6b. Labor Cost for Copying/Duplicating Records Already on DHC's Website:

This shall not be more than the hourly wage of DHC's lowest-paid employee capable of necessary duplication or publication in this particular instance, regardless of whether that person is available or who actually performs the labor. These costs will be estimated and charged in 15-minute time increments. All partial time increments must be rounded down. *If the number of minutes is less than 15, there is no charge.*

Hourly Wage Charged: \$ _____

Charge per increment: \$ _____

OR

Hourly Wage with Fringe Benefit Cost: \$ _____

OR

Multiply the hourly wage by the percentage multiplier: _____ % and add to the hourly wage for a total per hour rate.

Charge per increment: \$ _____

DHC may use a fringe benefit multiplier greater than the 50% limitation, not to exceed the actual costs of providing the information in the specified format.

☐ Overtime rate charged as stipulated by Requestor

To figure the number of increments, take the *number of minutes*: _____, divide by 15-minute increments, and round down. Enter below:

Number of
increments

x _____ = \$ _____

6b. Web
Labor Cost

\$__0__

6c. Mailing Cost for Records Already on DHC's Website:

Actual Cost of Envelope or Packaging: \$ _____

Actual Cost of Postage: \$ _____ per stamp / per pound / per package

Actual Cost (least expensive) Postal Delivery Confirmation: \$ _____

*Expedited Shipping or Insurance as Requested: \$ _____

☐ * Requestor has authorized expedited shipping or insurance.

Number:

x _____ = \$ _____

x _____ = \$ _____

x _____ = \$ _____

x _____ = \$ _____

Costs:

6c. Web
Mailing Cost

\$__0__

Subtotal of Fees Before Waivers, Discounts or Deposits:		<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <input checked="checked" type="checkbox"/> Cost estimate <input type="checkbox"/> Bill </div>	1. Labor Cost for Copying: \$131.20 2. Labor Cost to Locate: \$83.84 3a. Labor Cost to Redact: \$131.20 3b. Contract Labor Cost to Redact: \$ 0 4. Copying/Duplication Cost: \$ 0 5. Mailing Cost: \$ 0 6a. Copying/Duplication of Records on Website: \$ 0 6b. Labor Cost for Copying Records on Website: \$ 0 6c. Mailing Costs for Records on Website: \$ 0	Subtotal Fees: \$346.24
Estimated Time Frame to Provide Records: _____ (days or date) <div style="border: 1px solid black; padding: 5px; font-size: small;"> The time frame estimate is nonbinding upon DHC, but DHC is providing the estimate in good faith. Providing an estimated time frame does not relieve DHC from any other FOIA requirements. </div>				
Waiver: Public Interest A search for a public record may be conducted or copies of public records may be furnished without charge or at a reduced charge if DHC determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public. <div style="text-align: center;"> <input type="checkbox"/> All fees are waived <u>OR</u> <input type="checkbox"/> All fees are reduced by: _____ % </div>		Subtotal Fees After Waiver:	\$ 0	
Discount: Indigence A public record search must be made and a copy of a public record must be furnished without charge for the first \$20.00 of the fee for each request by an individual who is entitled to information under this act and who submits an affidavit stating: 1) That the individual is indigent and receiving specific public assistance, OR 2) Facts showing inability to pay the cost because of indigence. If a requestor is ineligible for the discount, DHC shall inform the requestor specifically of the reason for ineligibility in DHC's written response. An individual is ineligible for this fee reduction if ANY of the following apply: <div style="margin-left: 20px;"> (i) The individual has previously received discounted copies of public records from DHC twice during that calendar year, OR (ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. DHC requires a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration. </div> <div style="text-align: right; margin-top: 10px;"> <input type="checkbox"/> Ineligible for Indigence Discount </div>		Subtotal Fees After Discount (subtract \$20):	\$ 0	
Reason ineligible: _____ :				
Discount: Nonprofit Organization A public record search must be made and a copy of a public record must be furnished without charge for the first \$20.00 of the fee for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the federal Protection and Advocacy for Individuals with Mental Illness Act, if the request meets ALL of the following requirements: <div style="margin-left: 20px;"> (i) Is made directly on behalf of the organization or its clients. (ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Michigan Mental Health Code, 1974 PA 258, MCL 330.1931. (iii) Is accompanied by documentation of its designation by the state. </div> <div style="text-align: right; margin-top: 10px;"> <input type="checkbox"/> Eligible for Nonprofit Discount </div>		Subtotal Fees After Discount (subtract \$20):	\$ 0	

DHC may require a good-faith deposit in either its initial response or a subsequent response before providing the public records to the requestor if the entire fee estimate or charge authorized exceeds \$50.00, based on a good-faith calculation of the total fee. The deposit cannot exceed 1/2 of the total estimated fee.

Percent of Deposit:50%

\$173.12

After DHC has granted and fulfilled a written request from an individual under this act, if DHC has not been paid in full the total amount of fees for the copies of public records that DHC made available to the individual as a result of that written request, **DHC may require an increased estimated fee deposit of up to 100% of the estimated fee before it begins a full public record search for any subsequent written request from that individual** if ALL of the following apply:

- 0 %

\$ 0

\$ 0

FAX: 313-877-8764